

<div>佐世保基地空席広報</div> <div>VACANCY ANNOUNCEMENT</div>		広報番号 : Announcement No.	33-2021-PWD-SA01
		募集締切日: Closing Date	7 Apr 21
		発行日: Date of Issue	24 Mar 21
<div>1.職名、職番、等級、語学能力級 (LPL)、給与表</div> <div>Job Title, Job No., Grade, LPL, Basic Wage Table (BWT):</div> <div>Production Specialist, #165</div> <div>(生産専門職)</div> <div>目標等級／語学能力級 Target Grade & Language Proficiency Level (LPL):</div> <div>等級 Grade-5, 語学能力級 LPL-1</div> <div>採用可能見習い等級／語学能力級 Acceptable trainee level: N/A</div> <div><div><input checked="" type="checkbox"/> 事務系 (BWT-1)</div><div><input type="checkbox"/> 技能系 (BWT-2)</div><div><input type="checkbox"/> 保安系 (BWT-3)</div><div>Administrative</div><div>Blue Collar Trade</div><div>Security</div><div><input type="checkbox"/> 医療系 (BWT-5, 6)</div><div>Medical</div></div>		募集人数 No. of Recruitment	1 名
<div>2.部隊 Activity</div> <div>NAVFAC FE, PWD Sasebo, Production Division, Material Support (PRS3)</div> <div>勤務場所 Working Place: Sasebo (Hirase)</div> <div>3.勤務時間 Work Schedule (週 40 時間制 hrww)</div> <div>勤務日 Work Days: Mon-Fri</div> <div>勤務時間・休憩 Work Hours/Recess Period: 0800-1645 / 1200-1245</div> <div><input type="checkbox"/> 夜勤 Night Shift</div> <div><input checked="" type="checkbox"/> 残業 Overtime</div> <div><input checked="" type="checkbox"/> 出張 Business Travel</div>		<div>4.募集範囲 Area of Consideration (AOC)</div> <div><input checked="" type="checkbox"/> I. 現 MLC/IHA 従業員 (部隊内)</div> <div>Current MLC/IHA Employee within Activity</div> <div><input checked="" type="checkbox"/> II. 現 MLC/IHA 従業員(通勤圏内)</div> <div>Current MLC/IHA Employee in commuting distance</div> <div><input checked="" type="checkbox"/> III. 現 MLC/IHA 従業員(全在日米軍)</div> <div>Current MLC/IHA Employee Japan Wide</div> <div><input type="checkbox"/> IV. 外部 Off Base Applicant</div>	
<div>6.職務内容 Duties</div> <div>See attached task list for the details.</div>		<div>5.雇用の種類 Type of Employment</div> <div><input checked="" type="checkbox"/> MLC</div> <div><input type="checkbox"/> IHA</div> <div><input type="checkbox"/> HPT</div> <div><input checked="" type="checkbox"/> 常用 Permanent</div> <div><input type="checkbox"/> 限定 Limited Term (月 Months)</div>	
<div>7. 資格要件／身体条件 Qualification/Physical Requirements</div> <div>*Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.</div> <div>#1.項に示された語学能力級レベルに相当する英語の語学能力が必要となります。</div> <div>1. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level.</div> <div>2. Knowledge of material items and facilities repair work and their uses including specialized or unique repair parts and equipment requiring expedited handling and shipment. Especially Electrical or Reefer/Refrigerator maintenance.</div> <div>3. Ability to manage supply items by coordinating the order/delivery of material and monitoring/tracking delivery schedules.</div> <div>4. Skills in operating computer such as CAD, MS Word, Excel & Power Point.</div> <div>5. Knowledge of GPC (Government Purchase Card) and other Procurement method as Prime Vendor, MILSTRIP, GSA and Contracting Office</div> <div>Handicapped applicants may be accepted, depending on the degree and kind of disability.</div>			
学歴 Educational Background : See Block 7		免許証／修了証 License/Certificate Required : 7/8 欄参照 See blocks 7 & 8	
8. 提出するもの Application and Associated Documents			職務状況 Working Condition

空席応募用紙 Application for Vacancy Announcement (HROY Form 1) <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) (上記と同じ言語で, Same language as above) <input checked="" type="checkbox"/> 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』 If you have any family/relatives who work at U.S. Navy base/facility in Japan, “Questionnaire on Relatives” <input type="checkbox"/> 運転免許証の写し Copy of GOJ Driver's License <input type="checkbox"/> 修了証/証明書の写し Copy of Certificate: <input checked="" type="checkbox"/> 英語の能力を証明するものの写し TOEIC、TOEFL、CASEC、英検のみを有効な証明書として受け付けます。(現/前基地従業員は ALCPT も可。) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。 Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as		
English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English. <input checked="" type="checkbox"/> 84 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 84 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport. <input checked="" type="checkbox"/> DD-214 Copy (Member-4 copy) only for former U.S. military personnel.		
9. 応募書類提出先 Office to Submit		
内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. （注意）上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, “Area of Consideration” above shows “Current MLC/IHA employees” only, Off Base Applicants will be rated ineligible.		
1. 内部応募者（現 MLC/IHA 従業員）提出先： 〒857-0056 佐世保市平瀬町 米海軍佐世保基地民間人人事部雇用課 内線/Extension 252-3881/3660/3837 受付時間 Operating Hours：0800 - 1600	Current MLC/IHA Employees must submit to: 〒857-0056 Hirase-cho, Sasebo City CNRJ HRO Sasebo Satellite Office MLC/IHA Employment Branch, Bldg# PW47	
2. 外部応募者（非従業員）提出先： 〒857-0056 佐世保市平瀬町 3-1 独立行政法人 駐留軍等労働者労務管理機構 佐世保支部 電話番号 Phone：0956-23-7191 受付時間：午前 9 時 - 午後 5 時、月曜日 - 金曜日（日本の祭日を除く） Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)	Off Base Applicants must submit to: 〒857-0056 3-1 Hirase-cho, Sasebo City Labor Management Organization, Sasebo Branch	
10. 事務処理欄 For Official Use		
募集部隊担当 Activity POC：NAVFAC FE, PWD Sasebo, Financial/Admin Svc Div		軍電 (DSN) 252-3411
PD No.: FEC-PRS3-002	PD is accurate and current. Certified by Activity: mt	HRO: (rcvd:) ts

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

募集締切日 16 時(午後 4 時)必着です。Eメールやファックスでの応募書類は受付できません。Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。 Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47)1階、正面出入り口を入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の16時(午後4時)までにしてください。Job applications may be dropped in the designated HR “Drop Box” located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.
 応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit updated application.
https://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

2016 年 2 月 8 日前より継続雇用される現 MLC/IHA 従業員で、2016 年 2 月 8 日前に発行された ALCPT 試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現 LPL レベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained level will be “grandfathered” and honored as the employee’s current LPL.

<u>LPL 語学能力級</u>	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流暢な能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準 1 級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成 15 年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE : Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Task List

Job Title: Production Specialist, #165

1. Provides technical support for the Work Generation Branch concerning materials required for facilities to include electrical or reefer/refrigerator maintenance, repair, renovation and new construction projects to be designed and planned by Facilities Division. Also provides similar support to other divisions within the Public Works Department and customers as necessary.
2. Researches availability of materials for the projects in the Federal Supply System, GSA/CONUS and on the local markets. Selects materials considering adequacy, cost effectiveness, duration and interchangeability. Reviews lab reports, test data and certificates and determines whether the substitute material meets the requirement for the intended use.
3. Initiates material/equipment purchase action using GPC(Government Purchase Card) and other Procurement method as Prime Vendor, MILSTRIP, GSA and Contracting Office based on the job order specifications and drawings/sketches. Verifies the quality, sizes, numbers of materials/equipment delivered to ensure compliance with the specifications stated on the purchasing orders.
4. Maintains the records for materials for each job order, and analyzes/computes the material costs, already obligated, under processing, availability of excess material and future requirement considering the authorized funds, fluctuation of the foreign currency, and conditions.
5. Keeps track of the delivery status of materials, stages them in proper order and appropriate locations identifying each item for various projects in order provide efficient material handling in the limited storage spaces.
6. Coordinates with the Production Branch personnel and holds the status of work progress and material requirements. Takes proper action to provide necessary materials by substituting items from which have been prepared for other items from which have been prepared for other projects or urgent procurement in order to eliminate work stoppage, delay and re-scheduling of the work.
7. Analyzes future requirement and usage trends of pre-expended bins, and initiates Timely procurement actions and controls those items.
8. Administers and control the material inventory records including the data for material Issued and returned from the Production Branch and the detachment of Naval Mobile Construction Battalion. Conducts periodical inventory and initiates turn-in action for excess materials generated by facilities maintenance, repair and construction projects.

Performs other related or incidental duties as assigned.